

St Catherine's C of E Primary School
School Improvement Committee Meeting
8th November 2022 – 5.00pm

MINUTES

Aim High, In Life, In Learning, With God - Together

Committee members: Ange Wallis (Head), Peter Falconbridge (Chair), Jo Devonshire, Cathy Irons, John Forrest, Rachel Pennant

In attendance: Ange Wallis (Head), Peter Falconbridge (Chair), Jo Devonshire, Cathy Irons, Rachel Pennant, Louise Steiger

No.	Item	Action
1.	<p>Welcome and prayer</p> <p>The meeting was opened in prayer.</p>	
2.	<p>To receive apologies and consider approving absences</p> <p>John Forrest. Apologies for absence accepted Rachel Pennant notified the meeting she would need to leave this meeting at 6pm</p>	
3.	<p>To declare a conflict of interest that may arise during the meeting</p> <p>None declared.</p>	
4.	<p>To approve the minutes of 7th June 2022</p> <p>The minutes of the meeting were approved as an accurate record of the meeting and signed by the Chair. Copy of signed minutes passed to AW for filing.</p> <p>Dan Wallis to add minutes of 8th March 2022 to website and remove November 2021 set. Action completed</p>	
5.	<p>To confirm that the actions from the previous minutes have been taken</p> <p>Item 2 – Parent governor vacancy: Sandy Catherall to arrange message of vacancy being included in newsletter. Sent in newsletter prior to half-term, no interest to date. PF has registered with Governors for Schools who support with prospective candidates. Action completed</p> <p>Item 7 - Curriculum and Achievement update JD agreed to provide the - Summer 2022 Achievement by the end of June 2022. The unvalidated 2022 SATs results would be provided for governors by the end of term. Action completed</p> <p>Item 7 - Curriculum and Achievement update School-led tutoring tracker to be added to GovernorHub. Action Completed</p>	

	<p>Item 8 - 2021-2022 SIAMS SEF Summary: AW: First task is to produce an updated 2-page summary SEF. Action in hand. Action completed SIAMS working party arranged for 9.30am on 16th June to coincide with RP's assembly. Action completed</p> <p>Item 8 - 2021-2022 Self-Evaluation Form: AW: Will be reviewed between now and end of term for start of academic year. Once it is completed, I will share with governors. Action Completed</p> <p>Item 8 - 2021-2022 Governor Development Plan Safeguarding training to be completed by all – either via HfL or through Modern Governor. Training record to be checked for completion. AW does all the updates and prevent training every 3 years. AW reviews all new DFE guidance. Action Completed</p> <p>Item 10 – To discuss current SEF judgement of GOOD for Behaviour & Attitudes Governors to feedback comments to JD and AW, by the end of June, with evidence of where they have seen pupils demonstrating positive behaviour and attitudes. No change, AW JD received a couple of comments. Action Completed</p> <p>Item 12 - To monitor website structure, format, and content TS to forward bio to CI for adding to 'governor information' (statutory information) on website. Action completed.</p> <p>DW link governor information to be updated. Action completed.</p>	
6.	<p>Notification of any other business</p> <p>None received.</p>	
7.	<p>Vulnerable Groups update (Autumn 2022)</p> <p>AW read out the phonics update by SS Appendix A</p> <p>AW had provided governors with a copy of the School Development Priorities 2022/23</p> <p>AW noted:</p> <ul style="list-style-type: none"> - JP has had three phonics and maths workshops which have been positive, meetings held at different times to try and capture as many families as possible. Meetings were at 2pm, 3pm and 9am, JP has had positive feedback. 35 out of 60 families attended. <p>Q. Did many PPG families attend?</p> <p>A. JD responded;</p> <ul style="list-style-type: none"> - PPG families we still struggle to get them in, whether it be confidence related, we are putting all information on the website so they can access it that way and these tools will really help at home. - The % of vulnerable to % of non-vulnerable the gap is closing which indicates good progress. - We could be closing the gaps for the wrong reasons, which could be the standard coming down and ppg not improving. - Pupil progress meetings with staff showed that staff have not seen enough work in writing yet. So, this shows as low. 	

	<ul style="list-style-type: none"> - There are two-year groups we have discrepancies with, subject leaders and SEN are involved, and closer analysis is taking place. - Support staff are helping to secure learning and spend more time on targeted interventions, guided reading to raise pupil progress. Interventions in both English and maths. - Staff review outcome is that it is too early at the end of autumn term as they need more knowledge and proof of work. - Writing is at the lowest, we can register for online comparative judgements, comparing internal writing standard with children in the same year groups nationally, 1 year group to take part 25 pieces of writing every 5th piece from another school. This helps teacher's make better comparisons and will help make better judgements - Subject leaders are looking at how to assess moving forward. - We are having a SEND coffee morning on 9th November for families to come in and meet with the team. - More reading is taking place, teacher and 1 TA will read with children once a week. All teachers are monitoring book levels. We are finding not all families are reading with children at home. - Other concerns were noted. We have regressed, and this is reflected across the school. This is based on teacher judgement. <p>Q. Can this be done later in the year? I can see the reading has improved, maths is OK, engage more of the PPG and it will make a difference.</p> <p>A – Yes, we will now look at this in the Spring Term will discuss in February 2023 as it is too soon in the year to assess this data properly.</p>	
8.	<p>To receive update on key areas for monitoring</p> <p>2022-2023 SEF. Reviewed at Governor Away Day. Review Personal Development under item 10</p> <p>2022-2023 SIAMS SEF. SIAMS Working Party Meeting on 17th November at 3.30pm. Review of Summary SEF is ongoing, being updated.</p> <p>2022-2023 School Development Plan (Autumn 2022). See separate sheet.</p> <p>Aim 1: For all children to master the curriculum and achieve well</p> <p>Q Termly achievement data is broadly above 60% in core subjects”. What are the measures used to determine achievement is above 60%?</p> <p>A. Reading tests, reading papers, increased guided reading, assessment text and resources. We use reports from Arbor to check patterns and results.</p> <p>Q. Autumn 1 data is disappointing in terms of reading, writing and math, across the school”. What does this mean and where are the weak points?</p> <p>A. Staff have commented on it being too early for staff to make assessments having only had an opportunity for 2 independent writes. Staff have said that they are cautious at the beginning of the term as there has not been a lot of opportunities for children to apply learning independently.</p> <p>However, we are aware that there is a dip on the Autumn data for each Year group and are planning more moderation opportunities – particularly in Writing.</p>	

	<p>Aim 2: Pupils in vulnerable groups (including SEND, PPG, EAL, in-year admissions) make accelerated progress and the gap narrows between them and their peers</p> <p>Q. Interventions in S & L, phonics, maths in place. School-led tutoring underway weekly with qualified teacher”. What are the interventions? What curriculum areas are covered by the school-led tutoring programme?</p> <p>A. Monitoring notes, so many early bird sessions, we are delivering basic S&L interventions. We have phonic sessions and are also using little Wandle, reading and writing groups. Also planned delivery of maths via school led tutoring. Children from yr. 4,5 &6. are now at expected level of development. We have recognised they have more confidence since having the tutoring from VB.</p> <p>Q. Family meetings for children with PSP Aut 2. SEND coffee morning for families scheduled for 9/11/22? How many families are involved in the PSP Meetings, and do we know what the take-up is like? It would be good to get feedback on the SEND Coffee Morning – 09.11.22?</p> <p>A. Yes very successful, we have had many families book appointments. Parents are becoming more needy in EYFS. Not sure how many are due to come tomorrow, we have HABS as our guest speaker. We will feedback once we’ve had the coffee morning and received feedback.</p> <p>Q. A strategy to support improved attendance for PPG pupils/families is alternative curriculum afternoons. How would they work?</p> <p>A. We have been looking into this to recognise improved attendance maybe an afternoon at Barclay Park, cooking we are looking at a new strategy.</p> <p>Q. How did the EAL inset go at the recent INSET DAY?</p> <p>A. It went very well Simon did it, it was very useful</p> <p>Aim 3: Ensure all members of the school community can communicate our school vision and are supported to ‘let your light shine’ through our Christian distinctiveness</p> <p>Q. Have all appraisals been completed. Part of the process included - Clarify roles and responsibilities for all staff and ensure this is communicated to the school community Rewrite job descriptions if appropriate. Did any job roles require a new job description to be written?</p> <p>A. Met with the SLT some alterations were made.</p> <p>Q. Inclusion team to collaborate with families and attendance officer to improve attendance and provide personalised support – focus on PPG children”. Has the Inclusion Lead met with the attendance officer? Any new insights emerged?</p> <p>A. AW is now the attendance lead, not the Inclusion Officer. AW regularly meets with persistent absence families and works closely with the inclusion team. AW is meeting with the attendance office in January.</p> <p>Q. Staff meetings/Governor meetings often allow space to consider ‘how does this support our pupils, families, staff to shine”. How and where do we build in discussion time for governors?</p> <p>A. Amending policies and data as these do not show or support us to let our children shine. Meeting more than once a month with more governor interaction. Subject leaders to make an action plan and define targets. Explicit questions for governors and staff. Link visitor form personalised to ask have you seen children shine?</p>	<p>JD</p> <p>JD/JF</p> <p>AW</p>
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	<p>Q. How did the meeting the with HfL Advisor for Diversity & Equality go. Are there any key developments/strategies which can be shared with governors?</p> <p>A. It went really well, met with her and we had children and parent views and ideas put forward we are waiting for a report.</p> <p>Q. Develop the FAITH group to have a focus on monitoring aspects of the vision and 'see it first-hand' in addition to talking it through". What is the FAITH group and does it require governor involvement?</p> <p>A. The faith group is the SIAMS Working Party and the next meeting is on 9th February 2023</p> <p>2022-2023 Governor Development Plan (Autumn 2022 update):</p> <ul style="list-style-type: none"> - GDP updated - No queries - Change focuses – new development plan <p>2020-2021 Pupil Premium Grant. Monitoring impact of strategies</p> <p>Q. Currently 38 % of PPG children in KS1/2 are reading at the expected standard or more – compared to 53% non-PPG. Lack of reading at home is identified as one cause. How will the family reading sessions work?</p> <p>A. We are inviting families to come into class and read and make it a positive experience. These sessions will be kept light.</p> <p>2020-2021 Sport Premium Grant. Monitoring report:</p> <p>Q. Who provided the Sports Leader training?</p> <p>A. AB arranged as a one off with A10 competitive sport</p> <p>Q. Does the increased participation in complete sports transport provide challenges?</p> <p>A. Yes it does, where possible we arrange to walk, we did think we would have a minibus but due to insurance reasons it cannot be left here.TF is working on this.</p>	AW
9.	<p>To receive report from Performance Review Committee</p> <p>The Autumn 2022 Report was uploaded to GovernorHub.</p>	
10.	<p>To discuss current SEF judgement of GOOD for Personal Development</p> <ul style="list-style-type: none"> - Looking at Outstanding descriptors it is considered that we meet this grade and should consider changing the grade to 1 - Governors acknowledged that they see this in action when carrying out visits - Exhibitions show good personal development - AW we need to be further forward in independence and show greater personal development as this is not supported from home. - Due to backgrounds not every child will be resilient. - We are working towards this; we are not there yet. <p>After discussion it was agreed that the current grade of GOOG for Personal Development was appropriate.</p>	
11.	<p>To approve policies and confirm those due for review</p> <p>Following policies are due for review in Autumn 2022:</p> <ul style="list-style-type: none"> - Teaching, Learning and Assessment (JD) - Approved 	

	<ul style="list-style-type: none"> - Early Career Teacher (JD) - Approved - Learning Outside the Classroom (AW) - Approved - EYFS (AW) - Approved - Collective Worship (RP/AW) – Approved <p>Policies for review in the Spring Term 2023</p> <ul style="list-style-type: none"> - Staff Volunteer Policy (AW) - Staff Health & Attendance Policy (PF) - RE Policy (AW) - Complaints Policy (AW) - Uniform Policy (JD) 	
12.	<p>To monitor website structure, format, and content</p> <ul style="list-style-type: none"> - Governors to monitor website collectively to keep it up to date - PF to oversee the website to monitor DfE compliance 	PF
13.	<p>To receive items of any other business</p> <p>None received.</p>	
13.	<p>Date/time of next meeting and key items for agenda</p> <p>Meeting concluded at 6.40pm.</p>	

Summary of Actions

Item	Action	Responsible	When
8.	Report on moderation of writing	JD	SIC – 28.02.23
8.	Report on the SEND Coffee Morning – 09.11.22	JD/JF	SIC – 28.02.23
8.	Report on January meeting with AO	AW	SIC – 28.02.23
8.	Present Diversity & Equality Report	AW	SIC – 28.02.23
12.	PF to monitor website for DfE compliance	PF	SIC – 28.02.23